

To: Program Records Officials

From: Susan Frey, DOE Records Officer

Subject: DOE Numbered Memo RM05-05  
Recommended Practice for Approval of Records Schedules [Per  
NARA NWM 32.2004 NARA Bulletin 2004-03].

The philosophy expressed in these documents will be incorporated into the DOE records scheduling process. The approval of the Program Records Official for the initiating DOE Program and the review by the General Counsel's Office are required before the Records Officer will approve a SF-115 and forward it to NARA for their approval.

Thanks for your cooperation.  
Susan Frey  
DOE Records Officer

-----Original Message-----

From: RM Communications [<mailto:RM.Communications@nara.gov>]  
Sent: Friday, September 24, 2004 2:15 PM  
To: Frey, Susan  
Subject: NWM 32.2004 NARA Bulletin 2004-03. Recommended Practice

September 24, 2004

NWM 32.2004

MEMORANDUM TO AGENCY RECORDS OFFICERS: NARA Bulletin 2004-03. Recommended Practice - Obtaining internal agency assurances for proposed dispositions for temporary records that protect legal rights and assure accountability

I am pleased to notify you that NARA has issued NARA Bulletin 2004-03, Recommended Practice - Obtaining internal agency assurances for proposed dispositions for temporary records that protect legal rights and assure accountability. The bulletin is attached to this announcement and has been posted to the NARA web site  
[http://www.archives.gov/records\\_management/policy\\_and\\_guidance/bulletins.html](http://www.archives.gov/records_management/policy_and_guidance/bulletins.html).

This bulletin recommends this practice to all agencies and conveys information on the different ways and times it is appropriate to use this practice prior to submitting an SF115 to NARA for approval.

For additional information on agency assurances and the scheduling process, contact the NARA appraiser or records analyst with whom your agency normally works. A list of the appraisal and scheduling work groups is posted on the NARA web site at  
[http://www.archives.gov/records\\_management/policy\\_and\\_guidance/appraisal\\_and\\_scheduling.h](http://www.archives.gov/records_management/policy_and_guidance/appraisal_and_scheduling.html)  
tml . The Records Management staff in NARA's regional offices can also provide assistance. A complete list of NARA regional facilities may be found at  
<http://www.archives.gov/facilities/index.html>

HOWARD P. LOWELL  
Director  
Modern Records Programs



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